



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b> Personnel	<b>SOP:</b> 2.10
<b>Subject:</b> Outside Employment	<b>Executed:</b> January 1, 2006 <b>Revised:</b> February 1, 2011
<b>Approved:</b>  Scott Cullers, Fire Chief	

## PURPOSE

To define reporting responsibilities of Winchester Fire and Rescue Department personnel that are engaged in outside employment as per the City of Winchester Comprehensive Employee Management System (CEMS)

## PROCEDURE

1. Employees may take occasional part-time jobs elsewhere if in the opinion of the Fire and Rescue Chief there is no conflict with working hours or conflict of interests with the City or the Fire and Rescue Department.
2. No employee shall engage in any other employment, or in any private business, or conduct an outside profession during scheduled work hours with the Fire and Rescue Department. Personnel should refer to the City of Winchester Comprehensive Employee Management System (CEMS) for more information.
3. Department personnel engaging in part-time employment shall provide the Fire and Rescue Chief with the following information on the attached form.
  1. Employer's name, address, and telephone number
  2. Description of work to be performed
  3. Anticipated work hours
  4. Emergency telephone contact number(s)



Winchester Fire and Rescue Department  
**OUTSIDE EMPLOYMENT**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Description of Work to be Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Work Hours: \_\_\_\_\_

Emergency Telephone Contact Number(s): \_\_\_\_\_